

Programming Your Thermostat through the Internet



energy **wise**
rewards™

PROGRAMMING YOUR THERMOSTAT THROUGH THE INTERNET

Before You Begin:

Your Energy Wise Rewards™ thermostat may be programmed manually or through the Internet. The following instructions will guide you through the steps to adjust your thermostat settings through the Internet.

It is best to be home the first time you attempt to program your thermostat through the Internet.

Being home during this process allows you to visually confirm your thermostat is set correctly and ready to receive commands through the Internet.

Before you begin programming your thermostat through the Internet*, confirm the thermostat is "on" by checking the **mode** display.

** Compatible browsers: Microsoft Internet Explorer (IE), version 6 and above, Firefox, Safari, and Chrome.*

The Do's and Don'ts of Programming Your Thermostat Through the Internet

Programming your thermostat through the Internet is easy and convenient. However, not all features and functions are accessible away from home. Please familiarize yourself with the remote capabilities below.

YES! You may perform all the operations below through the Internet:

- Name, or change the name, of your thermostat
- Program your thermostat for heating during weekdays and weekends
- Program your thermostat for cooling during weekdays and weekends
- Program your thermostat for specific weekdays
- Program a vacation mode for heating
- Program a vacation mode for cooling
- Save your settings for each thermostat
- Override a scheduled Energy Wise Rewards conservation period before it begins

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NO! You may NOT perform the operations below through the Internet:

- Turn your air conditioning on or off
- Change operation mode from “**Heating**” to “**Cooling**” or vice versa
- Program the Digital Cycling Unit (DCU)**
- Turn your thermostat on or off
- Determine if your thermostat is on or off
- Determine in what operational mode your thermostat is currently functioning: **Heating** or **Cooling**
- Update any thermostat settings, if the thermostat is set to “**Off**”
- Retrieve the current home temperature
- Determine if anyone has manually changed your thermostat programming

** The DCU is not programmable.

Important to Know

The changes you make to your thermostat operation through the Internet may require up to five minutes to take effect. It is necessary to **wait five minutes** following your last programming command before attempting to confirm any updated thermostat settings.

You may visually confirm your settings on the thermostat once you have completed your initial programming through the Internet. **It is not possible to confirm your settings remotely.** This is because your thermostat is a one-way communication device. You are able to send information to it, but it cannot send any information (such as a confirmation) back to you.

Understanding What You See

The first time you log into the Internet portal to view your thermostat settings, the screen will display **default** settings, not the current settings you may have programmed manually on your thermostat at home.

Once you are finished programming online and “**Save**” your settings, they are automatically sent to your thermostat. However, if you later change your settings manually on the thermostat, those changes will **not** be communicated back to the Internet portal screen.

To avoid confusion, we strongly recommend that you decide how you will program your thermostat – manually at home or remotely through the Internet – and do so consistently.

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Maintaining Comfort at Home

You can adjust your thermostat manually when you are home by pressing the “up” and “down” buttons. This type of adjustment simply allows you to change the temperature for the current time period. The temperature will automatically revert to its programmed temperature when the next programmed time period commences.

Step 1: Renaming Your Thermostat

The first time you log into the Internet portal to view your thermostat settings, the screen will display **default** settings, not the settings you may have programmed manually on your thermostat at home.

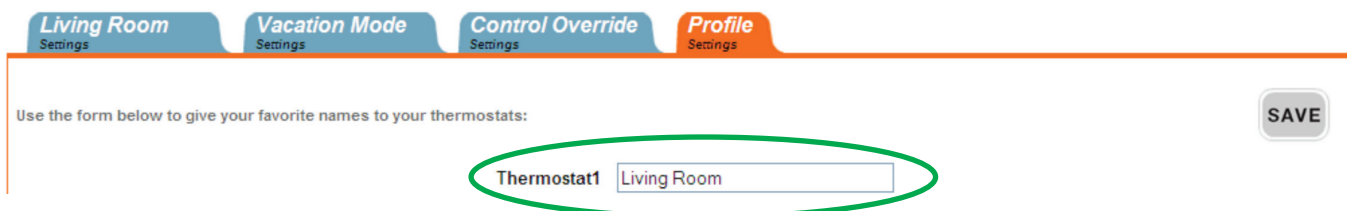
Once you make your changes online and save them, they will be automatically sent to your thermostat and the portal screen will display your current settings.

The thermostat tab will also have a default name, as seen below.
 (“Thermostat1” orange tab)



To rename your thermostat:

1. Click on the *Profile* tab.
2. Type in a unique name for each thermostat tab listed on your *Profile* screen.
3. Click “Save”.
4. The new name for your thermostat will be displayed on the thermostat tab, as shown below.
5. If you have additional Energy Wise Rewards thermostats, repeat the process for each of them.



If you do not wish to rename your thermostat online, you may skip this step and proceed to Step 2: Programming Your Thermostat.

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Step 2: Programming Your Thermostat

For your convenience, you may want to consider using this template as an aid to determine the settings you plan to use prior to programming your thermostat.

Period		Weekdays		Weekend	
		Start Time	Temp	Start Time	Temp
HEAT	MOR				
	DAY				
	EVE				
	NGT				
COOL	MOR				
	DAY				
	EVE				
	NGT				

1. Click on the tab for the thermostat you wish to program (in this example it is called "Living Room").

The screenshot shows a web-based thermostat programming interface. At the top, there are several tabs: "Living Room" (selected), "2nd Floor Hall", "Basement", "Vacation Mode", "Control Override", and "Profile". Below the tabs is a "SAVE" button. The interface is divided into two main sections: "Heat Mode" and "Cool Mode".

Heat Mode: The instruction says "Please enter the start time for each time period and the desired Set Point". A dropdown menu shows "Monday" selected. There are four time periods: Morning, Day, Evening, and Night. Each period has a "Time" field (with AM/PM dropdowns) and a "Set Point" field (with a degree Fahrenheit unit). The values shown are: Morning (6:00 AM, 70°F), Day (12:00 PM, 62°F), Evening (3:00 PM, 70°F), and Night (6:00 PM, 62°F).

Cool Mode: The instruction says "Please enter the start time for each time period and the desired Set Point". A dropdown menu shows "Monday" selected. There are four time periods: Morning, Day, Evening, and Night. Each period has a "Time" field (with AM/PM dropdowns) and a "Set Point" field (with a degree Fahrenheit unit). The values shown are: Morning (6:00 AM, 80°F), Day (12:00 PM, 78°F), Evening (4:00 PM, 80°F), and Night (10:00 PM, 78°F).

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2. This screen enables you to set your daily time period schedules and desired temperature set points for your heating and cooling systems as shown above.
3. The first time you log into the system, default values will appear in all of the temperature and time settings, regardless of what you may have already programmed manually into your thermostat.
4. *No changes will be made to your actual thermostat until you save your settings. If you like, you can make all of your changes before selecting "SAVE". However, selecting the "SAVE" button will erase your current schedule on your thermostat and replace it with the values shown on your webpage. **It is important to verify all of the settings, especially the first time you use the system, to ensure that they match your desired settings, and then select "Save".***
5. The "Select a Day" pull down menu in both the Heat and Cool Mode programming sections will prompt you to choose a day. You can program your weekdays individually or as one group, your weekend days individually or as a second group, or every day of the week individually. Select the day of the week, weekend, or group you would like to program from the pull down list.

Note: If you program an individual day (e.g., Tuesday) and then select a group that includes that day (e.g., All Weekdays), you will be prompted whether you want to use the first day's value for all days in that group. If you select "OK", the programming you have entered for the individual day (e.g., Tuesday) will be changed to the value programmed for the first day of the group (Monday, in this example).

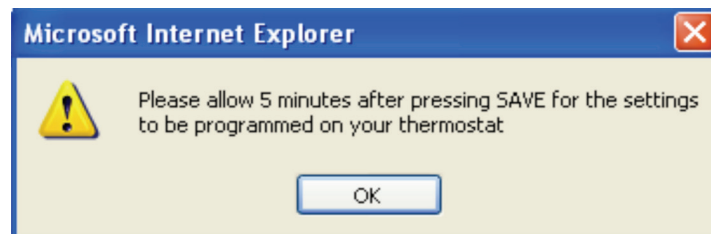
Hint: If your temperature and times are the same for most days within a group, you can program the group first, then select the day(s) you wish to make minor changes to separately. Keep in mind, you will not be able to switch back to the group after making changes to individual days without resetting values back to those of the first day within the group (see NOTE above). Example: You could set all weekdays initially, and if you return home from work later on Wednesday, you could then select Wednesday and change the time that Evening begins.

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6. Program the start time of each period of the day (Morning, Day (leaving the house), Evening (returning home), and Night (bedtime)) by using the pull down menus. Each period must begin after the previous period has begun. Be sure to note the AM and PM pull down menu to avoid any confusion. This example is programming All Weekdays to have the same settings.

The screenshot shows a web interface for programming a thermostat in Heat Mode. At the top, it says 'Heat Mode' and 'Please enter the start time for each time period and the desired Set Point'. Below this, there is a 'Select a Day' dropdown menu set to 'All Weekdays'. The interface is divided into four columns for 'Morning', 'Day', 'Evening', and 'Night'. Each column has a 'Time' field with hour, minute, and AM/PM dropdowns, and a 'Set Point' field with a temperature value and an up/down arrow. The settings shown are: Morning (5:15 AM, 70°F), Day (7:30 AM, 62°F), Evening (5:00 PM, 70°F), and Night (10:30 PM, 64°F).

7. Program your desired temperature set point for each period using the up/down arrows to the right of each temperature set point field. Alternatively, you may type in your setting.
8. Once you have programmed each period, move on to the next day or group of days by selecting a new day or group using the top pull down menu. Repeat steps 5 – 7 until each day is completed.
9. Once you have completed programming your Heat Mode set points, repeat steps 5 – 8 for the Cool Mode set points.
10. When you are finished programming both the Heat and Cool Mode set points for all of the days, click on the "SAVE" button to save your settings. When the pop-up shown below appears, click on the "OK" button and wait at least 5 minutes before verifying the settings on the actual thermostat to allow time for the thermostat to be updated.



Note: When you press the SAVE button, the settings will get sent to your thermostat. Please allow up to 5 minutes for these to take effect.

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Note: If you select another tab or logout prior to clicking "SAVE", you will be prompted whether you want to continue without saving. If you click "OK", your programming will not be saved.

11. If you have more than one thermostat installed, repeat steps 1 – 10 for any additional thermostats you wish to program.

Note: Once you begin programming via the Internet to the thermostat, you must use this method consistently to have changes reflected via the Internet. If you later manually re-program the settings on the thermostat, the settings will become effective but they will NOT be reflected via the Internet. (One-way communication: the thermostat can receive updates via the Internet. The thermostat cannot send manual updates to the Internet.) So remember, the next time you log onto the Internet, the new settings will not be shown.

Step 3: Vacation Settings

1. Click on the "Vacation Mode" tab near the top of the screen.
2. Click on the calendar icon to choose your start and stop dates, enter the start and stop times for each corresponding date and the temperature setting you would like for your home during this entire period.
3. Click on "New" to set your vacation program.
4. If you wish to cancel an active vacation mode program, click on "Cancel" to clear that vacation program.

The screenshot shows the thermostat's web interface with four tabs at the top: "Living Room Settings", "Vacation Mode Settings" (which is highlighted in orange), "Control Override Settings", and "Profile Settings". Below the tabs, a message reads "Use the form below for specific vacation settings". Underneath this, there is a section titled "Living Room" with a right-pointing arrow. This section contains a table with four columns: "Start Date", "Stop Date", "Temp F", and "Status". The "Start Date" and "Stop Date" columns each have a calendar icon and a time dropdown menu set to "12:00 AM". The "Temp F" column has an empty input box. The "Status" column shows the word "New" and a "--" symbol. To the right of the table is an orange button labeled "NEW".

Start Date	Stop Date	Temp F	Status
12:00 AM	12:00 AM		New --

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Step 4: Cycling Event Override

Override Date	Status	
10/14/2009	New	NEW

1. Click on the "Control Override" tab toward the top of the screen.
2. The number of cycling overrides available for non-emergency events will be displayed below the tabs toward the top of the screen.
3. To override a non-emergency cycling event scheduled for today, click on the button labeled "NEW" to the right of the screen.

Override Date	Status	
10/14/2009	Pending	CANCEL

4. If you have overridden a cycling event that has not started and wish to cancel the override, click on the "Control Override" tab.
5. Click on the "CANCEL" button to cancel your override request.

Step 5: Return to My Account

You can return to **My Account** by closing the window or by pressing the LOGOUT button. You are done.

Energy Wise Rewards™

Welcome, phi test2

Living Room	Vacation Mode	Control Override	Profile
Settings	Settings	Settings	Settings

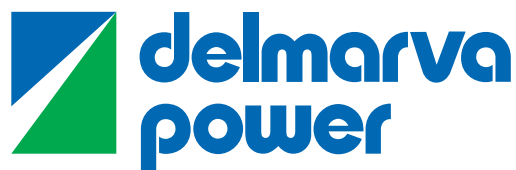
SAVE

LOGOUT

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